

**NAVY EXCHANGE (NEX), SINGAPORE
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: NEX-002

OPENING DATE: 20 APR 04
OPEN CONTINUOUS

STORE WORKER 5691

NA-6914-2

CATEGORY: FLEXIBLE ON-CALL

SALARY: US\$7.30 PER HOUR

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

Command Sponsored Dependent with valid ID.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, martial status, or any non-merit factors.

II. BRIEF DUTIES: Performs various duties in connection with loading, unloading, verifying of merchandise, in an Exchange store, storeroom and/or location, or moving/stacking layaway merchandise in assigned locations.

DUTIES AND RESPONSIBILITIES:

1. Loads and unloads merchandise; examines for damage or shortages. Verifies type and quantity of merchandise received for agreement with documentation provided; brings to attention of supervisor discrepancies and/or deficiencies found. Assists in assembly and loading of merchandise in connection with requests received. Unpacks, segregates and stocks counters and/or shelves with merchandise in accordance with established instructions. May price stamp merchandise. Assists in the conduct of periodic inventories by counting stock items remaining on shelves, and in keeping storage and sales area clean and orderly.
2. Moves specifically designated merchandise identified as "layaway" from retail store to other designated warehouse area. Stacks such merchandise according to prescribed procedure. Returns merchandise to store as required. Insures that proper documentation is made and copies are forwarded to appropriate departments.
3. May be required to perform such other duties as operating price tag machine, unloading boxes and packages, and pulling merchandise from stock or stock shelves.
4. As required, assists customers in locating merchandise and answering questions of a general nature. May operate a cash register on an occasional basis.
5. Works under the general supervision of a designated supervisor, carrying out assignments with little review during progress of work. Specific instructions are provided on new and unfamiliar situations. Completed work is checked to see that instructions have been followed.
6. Performs other related duties as assigned.

SKILLS AND KNOWLEDGE: Knowledge of various kinds, sizes and locations of stocked items and how they should be displayed. Knowledge of the general characteristics of items handed in recognizing obvious poor or unacceptable quality or in identifying items by type, kind or variety for pricing. Uses judgment in comparing the names and sizes of items on shelves, counters, or storage areas to those on order lists and price lists to locate stock. Must be alert for and report obvious shortages, damages, or spoiling of incoming items.




PHYSICAL EFFORT: Stands, walks, bends, or stoops and moves arms in filling shelves and counters. Lifts or moves heavy boxes or crates frequently weighing up to 50 pounds and occasionally over 50 pounds with assistance.

WORKING CONDITIONS:

Generally works indoors. Is exposed to drafts, noise, and dust. May have to stand for long periods.

IV. **HOW TO APPLY:** Submit OF612, Optional Application for Federal Employment, resume or other written format. Those using a resume or other written format should refer to the flyer OF510, Applying for a Federal Job for required information. Questionnaire to Application for Federal Employment must also be submitted along with application form. Please mail or hand carry application to U.S. Naval Regional Contracting Center, Attn: Personnel Liaison Officer, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759657.

Please note: EMAIL APPLICATION will not be accepted.

Approved by: CDR Ray, XO 
Mr. R. Hudson, PMO 
Ms A. Hale, NEX Manager 

AN EQUAL OPPORTUNITY EMPLOYER